

# Multifamily Tenant Characteristics System (MTCS)



**Key Management Indicators Report Guide  
September 1999**

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## 1. Summary

The *Key Management Indicator* report provides information on the volume of PHA activity, identifies possible discrepancies, and includes descriptive data related to PHA policies. This report helps identify strengths and weaknesses of a PHA or project.

This report displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates and Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users to:

- Access the *Key Management Indicator* report
- Understand MTCS report data fields
- Interpret and use the data contained in the report

This guide is for the *Key Management Indicator* report and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

## 2. Access the Key Management Indicator Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

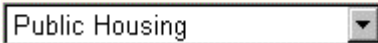
A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

### 2.1. Program Selection

From the *Selection Menu*, you must select one of the programs listed below to view this report.

1. Public Housing
  2. Indian Mutual Help
  3. Indian Rental
  4. Section 8 Moderate Rehabilitation
  5. All Offices of PIH Programs
  6. Public & Indian Housing
  7. Indian Housing
  8. Section 8 Certificates & Vouchers
- Use your mouse to select a 'program' from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black arrow points downwards from the right side of the box.

## 2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *KMI* report, you must select a level of information from the list below:

1. National
  2. State
  3. Field Office
  4. Housing Agency
  5. Project (Public and Indian Housing only)
- Use your mouse to place to select a 'level of information'
- A screenshot of a web interface showing a button labeled 'National' with a radio button icon to its left. The button is highlighted with a yellow background.
- \* The *Key Management Indicators Report* is not available if you select 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
  - \* For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

**[www.hud.gov/pih/systems/mtcs/document.html](http://www.hud.gov/pih/systems/mtcs/document.html)**

## 2.3. Select the Key Management Indicator Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Key Management Indicator* report

[Key Management Indicator](#)

### 3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *Key Management Indicator* report has twelve sections of information:

1. Families Reported
2. Rent Discrepancy
3. Overpaying/Underpaying
4. Other Discrepancies
5. Utility Arrangement
6. Gross Rent
7. Rent Burden
8. Ceiling Rent
9. Units Passed Inspection
10. Minimum TTP
11. Family Self Sufficiency (FSS)
12. Families Requesting Accessibility

Data Field	Data Field Definition
<b>FAMILIES REPORTED</b>	
Number of Families Reported, 12 months	Number of families with effective date of action within the last 12 months
Distribution by Families Reported, Last 12 Months (%)	Percent of families with effective date of action within the last 12 months who are a: <ul style="list-style-type: none"> <li>• New admission</li> <li>• Reexamination</li> <li>• Interim reexamination</li> <li>• Portability move-in</li> <li>• Change of unit</li> </ul>
Families Ending Participation	Number of families who ended participation within last 12 months
Portability Move-outs	Number of families with an effective date of action in last 12 months who exercised a portability move-out
<b>RENT DISCREPANCY</b>	
Number of Families with Rent Discrepancies (+/-)	Number of families with rent discrepancies  <u>Note:</u> <ul style="list-style-type: none"> <li>• A rent discrepancy occurs when MTCS calculates a rent different than the PHA reported rent for the family</li> </ul>
Percent of All Families with Rent Discrepancies	Percent of families with rent discrepancies

Data Field	Data Field Definition
Distribution by Rent Discrepancies (%)	Percent of families within each Rent Discrepancy Category  <u>Rent Discrepancy Categories:</u> <ul style="list-style-type: none"> <li>• \$6-\$10</li> <li>• \$11-\$25</li> <li>• \$26-\$50</li> <li>• \$51-\$100</li> <li>• \$101-\$150</li> <li>• Over \$150</li> </ul>
<b>OVERPAYING/UNDERPAYING</b>	
Percent Overpaying (+)	Percent of families with rent discrepancies that result in overpayment
Average Overpayment (\$)	Average rent overpayment amount for families with discrepancies
Total Overpayments (\$)	Total overpayments for all families
Percent Underpaying (-)	Percent of families with rent discrepancies that result in underpayment
Average Underpayment (\$)	Average rent underpayment amount for families with discrepancies
Total Underpayments (\$)	Total underpayments for all families
<b>OTHER DISCREPANCIES</b>	
Other Types of Discrepancies (%)	Percent of families within each Discrepancy Category  <u>Discrepancy Categories:</u> <ul style="list-style-type: none"> <li>• Admissions of Over-Income Families</li> <li>• Over-housed</li> <li>• Under-housed</li> <li>• Late Reexaminations</li> <li>• Average Months Late (Late Reexam)</li> <li>• Section 8 Units with HQS Inspection Overdue</li> <li>• Average Months Late (Late HQS Inspection)</li> </ul>
<b>UTILITY ARRANGEMENTS</b>	
Percent of Families with Utility Allowance	Percent of families who receive a utility allowance
Average Utility Allowance	Average utility allowance for families with utility arrangements

Data Field	Data Field Definition
<b>GROSS RENT</b>	
Gross Rent as a Percent of FMR (% of Units)  <i>Section 8 only</i>	Percent of units where the gross rent is within each Fair Market Rent (FMR) Category  <u>FMR Categories:</u> <ul style="list-style-type: none"> <li>• Under 90% of FMR</li> <li>• 90%-100%</li> <li>• 101%-110%</li> <li>• 111%-120%</li> <li>• Over 120%</li> <li>• FMR Not Reported</li> </ul>
<b>RENT BURDEN</b>	
Rent Burden as Percent of Family Adjusted Income (%)	Percent of families who pay a tenant rent that falls within each Adjusted Income Category  <u>Adjusted Income Categories:</u> <ul style="list-style-type: none"> <li>• Under 21% of Adjusted Income</li> <li>• 21%-25%</li> <li>• 26%-30%</li> <li>• 31%-35%</li> <li>• 36%-40%</li> <li>• 41%-45%</li> <li>• 46%-50%</li> <li>• Over 50%</li> </ul> <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Families who pay a prorated rent</li> </ul>
<b>CEILING RENT</b>	
Average Ceiling Rent  <i>Public Housing and Indian Rental only</i>	Average ceiling rent within each Unit Size Category  <u>Unit Size Category:</u> <ul style="list-style-type: none"> <li>• 0 Bedrooms</li> <li>• 1 Bedroom</li> <li>• 2 Bedrooms</li> <li>• 3 Bedrooms</li> <li>• 4 Bedrooms</li> <li>• 5+ Bedrooms</li> </ul>
Percent of Units with Ceiling Rent  <i>Public Housing and Indian Rental only</i>	Percent of all units with ceiling rents



Data Field	Data Field Definition
<b>UNITS PASSED INSPECTION</b>	
Units Passed Inspection (%) <i>Section 8 only</i>	Percent of Section 8 units that passed inspection in the last 12 months
<b>MINIMUM TTP</b>	
Distribution by Families Subject to Minimum TTP (%)	Percent of families subject to each Minimum TTP Category <u>Minimum TTP Categories:</u> <ul style="list-style-type: none"> <li>• \$0</li> <li>• \$1-\$24</li> <li>• \$25</li> <li>• \$26-\$49</li> <li>• \$50</li> </ul>
Average Minimum TTP	Average minimum TTP for all families subject to a minimum TTP  <u>Excludes:</u> <ul style="list-style-type: none"> <li>• \$0 minimum TTP</li> </ul>
<b>FSS</b>	
Number of Families Currently Enrolled	Number of families currently enrolled in the FSS Program
Percent of All Families Currently Enrolled	Percent of families currently enrolled in the FSS Program
Percent Completed Contract	Percent of families who completed the FSS contract
Percent Left FSS Without Completion	Percent of families who left the FSS program prior to completion
<b>FAMILIES REQUESTING ACCESSIBILITY</b>	
Number of Families Requesting Accessibility Features <i>Public and Indian Housing only</i>	Number of families who request accessibility features
Distribution by Families Who Received Accessibility Features (%) <i>Public and Indian Housing only</i>	Percent of families who request accessibility features and the outcome of their request within each Accessibility Category  <u>Accessibility Categories:</u> <ul style="list-style-type: none"> <li>• Fully</li> <li>• Partially</li> <li>• Not at All</li> <li>• Action Pending</li> </ul>

## 4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

### 4.1. Key Data Fields

- **Families Reported** details the percent of actions reported by the PHA during the last 12 months. These data reflect the overall volume of work performed by the PHA and includes the following transactions: admissions, reexaminations, interim reexaminations, portability move-ins, and change of units.
- **Distribution of Portability Move-Ins** and the **Number of Portability Move-Outs** reflect the effects of Section 8 portability on a PHA. The Distribution of Portability Move-Ins shows the percentage of families that have ported-in to the PHA within the past 12 months. The Number of Portability Move-Outs calculates the number of families that ported-out of the PHA in the last 12 months.
- **Rent Discrepancies** show the number and percentage of families whose rent payments are under or over the MTCS calculated rent. These fields can help a PHA monitor the quality of rent determinations and assess the aggregate dollar impact of the discrepancies. Data in these fields also can help a PHA identify if it misapplied any income deductions. Frequently rent discrepancies indicate a data quality problem.
- **Other Types of Discrepancies** show statistics in several performance areas: Admissions of over-income families, over- and under-housed, late reexaminations, and late HQS inspections. MTCS calculates the over- and under-housed discrepancies based on HUD occupancy regulations even though HUD does allow PHAs to establish their own occupancy standards.
- **Gross rent as a Percent of FMR** data helps a PHA assess its exception rent policy and PHA rent reasonableness findings. The Federal Register publishes Fair Market Rent (FMR) values annually.
- **Family Self-Sufficiency (FSS) data** shows how many families a PHA has enrolled in its FSS program, the percentage of participants who completed their contracts successfully, and the percentage of participants who left the program prior to completion. This data provides an overview of a PHA's FSS program.

## 4.2. PHA Uses for the Report

- **Assess and improve PHA performance**

The primary use for the Key Management Indicators Report is to obtain information about the volume of PHA activity, identify possible discrepancies, and review descriptive data related to PHA policies. It can also help a PHA gain insight into the key strengths and weaknesses of a particular project. Comparisons among projects can focus on troubled projects within the PHA as the excerpt below demonstrates.

MTCS – Key Management Indicators Report					
Program: Public Housing		HA001	HA001001	HA001002	HA001003
Families Reported					
Number of Families Reported, 12 months		471	10	45	26
Distribution	Admissions	16	**	22	8
by Families	Reexams	51	**	56	92
Reported, Last 12	Interim Reexaminations	28	**	22	0
Months (%)	Portability Move-ins	0	**	0	0
	Change of Units	4	**	10	2
Families Ending Participation		98	**	10	2
Portability Move-Outs		0	**	0	0

In the past 12 months, this PHA examined 471 families. When you review the data on a project-by-project basis, Project “002” has high turnover or appears to be a new project when compared to Project “003”. In Project “002” almost one-quarter were new admissions, 22 percent, versus Project “003” where only 8 percent of the families reported were new admissions.

Project “003” population also appears more stable with 92 percent of the families reported as annual reexaminations compared to 56 percent of families in Project “002”. These differences suggest PHA management may want to examine Project “002” more closely to determine the reasons behind the data.

Remember if MTCS displays “\*\*” it means there was insufficient data available to perform calculations for the report. To protect the privacy of assisted housing participants, MTCS must have at least 10 families on record to compute and display information in a report. However, further investigation of the data may indicate the PHA experienced a data quality problem and it was not transmitting accurate information to MTCS.

- **Assess housing inventory**

The Key Management Indicators Report can also help PHAs monitor resident occupancy issues and assess if the PHA’s housing inventory meets current housing needs. As the excerpt below demonstrates, this PHA may not have a sufficient number of larger units to meet the needs of its resident population.

MTCS – Key Management Indicators Report					
Program: Public Housing		HA001	HA001001	HA001002	HA001003
Other Discrepancies					
	Admission of Over-Income Families	1	3	0	0
Other Types of	Over-housed	0	0	0	0
Discrepancies %	Under-housed	96	76	60	97
	With Late Reexaminations	3	1	0	2
	Average Months Late	0	0	0	1

Of all Other Discrepancies noted by MTCS for this PHA, 96 percent occurred because families were under-housed. This discrepancy also occurred frequently at many of the PHA's projects. One possible explanation is the difference between the PHA's housing inventory and the needs of the residents in these developments. It is also possible that the PHA employs a different occupancy guideline than HUD uses.

- **Conduct Research**

PHAs can use this report to compare key management indicators to aggregate data at the Field Office, state, or national level. This type of analysis can help a PHA to look for indicators about their PHA that are significantly different from what appears to be the norm. It can help PHAs guide management improvement efforts or learn how they perform when compared to other PHAs in their area, state, or nationwide.

Discrepancy indicators on this report identify a need to get more specific information. This information is available on the Detailed reports. Detailed reports offer lists of individual families for whom the discrepancy exists.

### 4.3. HUD Uses for the Report

- **Compare PHAs and disseminate best practices**

The primary value of this report for Field Offices and TARC is its use as a screening tool. HUD staff can generate this report to compare management indicators for different PHAs that are similar in size and evaluate the challenges they face. This type of analysis can also identify both high and low performers.

In the Field Offices jurisdiction, as noted in the Key Management Indicators Report excerpt below, only 1 percent of families reported to MTCS had a rent discrepancy in the past 12 months. This particular Field Office may wish to focus its attention on “HA002” which had the highest incidence of discrepancies (32 families). The Field Office can also see from this report that there are no major irregularities in the PHAs’ average overpayments and underpayments because they generally follow the distribution of rent discrepancies across the Field Office’s jurisdiction.

MTCS –Key Management Indicators Report					
Program: Public Housing		FO123	HA001	HA002	HA003
Number of Families Reported, 12 Months		9,193	744	4,419	1,156
Rent Discrepancy					
Number of Families with Rent Discrepancies (+/-)		94	1	32	4
Percent of Families with Rent Discrepancies		1	0	0	0
Distribution					
by Rent Discrepancies (%)	\$6 - 10	7	0	6	50
	\$11 - 25	70	100	91	50
	\$26 - 50	13	0	0	0
	\$51 - 100	5	0	0	0
	\$101 - 150	2	0	0	0
	Over \$150	2	0	3	0
Overpaying/Underpaying		FO123	HA001	HA002	HA003
Percent Overpaying (+)		14	100	8	0
Average Overpayment (\$)		43	20	16	0
Total Overpayments (\$)		554	20	47	0
Percent Underpaying (-)		86	0	91	100
Average Underpayment (\$)		24	0	17	14
Total Underpayments (\$)		1,937	0	500	56

With this information, a Field Office or TARC can find a high-performing PHA using MTCS reports and determine how they address operational issues or management problems. Field Offices and TARC can then share this information with other PHAs in their jurisdiction.

- **Examine an individual PHA**

Field Offices and TARC can review management indicators for a specific PHA to identify areas for performance review. If a PHA administers more than one HUD program, a comparison among those programs helps identify strengths and weaknesses in the PHA’s organization, possibly identifying performance improvements in the areas of staffing and training.

For example, in the first excerpt of the Key Management Indicators Report below, it shows very few late reexaminations in the PHA’s Public Housing program. However, the PHA has a large percentage of late reexaminations in its Section 8 programs, as shown in the second excerpt.

MTCS - Key Management Indicators Report			
<b>Program:</b> Public Housing		<b>FO123</b>	<b>HA001</b>
Number of Families Reported, 12 Months		26,503	7,332
<b>Other Discrepancies</b>			
	Admission of Over-Income Families	0	0
<b>Other Type of</b>	Over-housed	14	8
<b>Discrepancies (%)</b>	Under-housed	7	2
	With Late Reexaminations	<b>20</b>	<b>5</b>
	Average Months Late	2	3
	Section 8 Units with HQS Inspection Overdue	0	0
	<b>Average Months Late</b>	<b>0</b>	<b>0</b>

In this case, the Field Office might want to review whether the PHA needs staff training or improved management of its Section 8 program.

MTCS - Key Management Indicators Report			
<b>Program:</b> Section 8 Certificates and Vouchers		<b>FO123</b>	<b>HA001</b>
Number of Families Reported, 12 Months		161,351	29,292
<b>Other Discrepancies</b>			
	Admission of Over-Income Families	1	0
<b>Other Type of</b>	Over-housed	8	10
<b>Discrepancies (%)</b>	Under-housed	0	0
	With Late Reexaminations	<b>10</b>	<b>28</b>
	Average Months Late	2	1
	Section 8 Units with HQS Inspection Overdue	9	6
	Average Months Late	7	2

For a PHA with more than one Public Housing project, a project-by-project review by the Field Office or TARC could focus on troubled projects within the PHA. A project-by-project review of MTCS data for a PHA could identify projects with high numbers of under-housed households or whether the PHA places special emphasis on securing timely reexaminations.

These discrepancy indicators signal a need for more specific information about the issues raised on this report. Field Offices and TARCs can obtain more information on MTCS Detailed reports that offer lists of individual families for whom the discrepancy exists. This information may be helpful to bring during on-site reviews.

## **5. Business Rules**

These business rules give technical definitions for the fields on the Key Management Indicator (KMI) report. Business rules reflect program rules and calculations performed for each report field.

### **5.1. Exclusions and Notes**

All report fields exclude certain information, unless indicated otherwise. For example, a distribution category will include excluded information as part of a “missing category.”

#### **EXCLUSIONS:**

1. Cases where ‘type of action’ is
  - Portability move-out (line 2a = 5)
  - End of participation (line 2a = 6)
  - FSS Enrollee or Exit (line 2a = 8)
2. Cases where the number of bedrooms (line 5c) is zero
3. Cases where the annual income (line 7m) greater than \$90,000
4. Cases where utility allowance is \$0, \$1, or greater than \$400 from the numerator and the denominator
  - Public Housing (line10d)
  - Indian Rental (line 10d)
  - Certificates (line 11m)
  - Vouchers (line12n)
  - Moderate Rehabilitation (line13i)
  - Manufactured Homeowner (line 14p)
  - Indian Mutual Help (line 15d)

#### **NOTES:**

- If you select a Public or Indian Housing program for this report, fields that are ‘Section 8 only’ contain zeros
- If you select a Section 8 program for this report, fields that are ‘Public and Indian Housing only’ contain zeros
- MTCS does not report to tenths of a percent, but reports whole percents only (e.g. 17%, not 16.8%)

## **5.2. General Definitions**

Definitions that appear in this section are not repeated in the data field definitions. Please review this section for clarification.

### **Total family count**

The number of families where 'type of action' is:

- New Admissions (line 2a = 1)
- Annual Reexaminations (line 2a = 2)
- Interim Reexaminations (line 2a = 3)
- Portability Move-in (line 2a = 4)
- Other Change of Unit (line 2a = 7)

### **Annual income**

Annual income is equal to (line 7m) of Form HUD-50058.

- If (line 7m) is blank or zero, MTCS calculates it by summing items 6j and 7i. If it is still blank or zero, that case is excluded from both the numerator and denominator of all calculations unless otherwise indicated
- If (line 7m) is greater than 90,000, it is considered missing, and that case is excluded from all calculations

### **Fair market rent**

The Federal Register publishes Fair Market Rent (FMR) values annually. MTCS uploads this information into a table, which it matches to geocoded family data to perform calculations.

### **Median income**

To find the applicable median income from Census data, Public Housing uses the project number (lines 1e, 1f, 1g) to determine the metropolitan statistical area (MSA) and county (a result of geocoded address) where the project is located and the household size (line 3r).

To find the applicable median income from Census data, Section 8 Certificates, Vouchers, and Moderate Rehabilitation use state, MSA, and county (a result of geocoded address) where the unit is located and the household size (line 3r).

### **Rent discrepancy**

Tenant rent discrepancy is the difference between the MTCS calculated rent and total tenant rent:

#### **Full subsidy:**

- ⇒ Public Housing (line 10e)
- ⇒ Certificates (line 11s)
- ⇒ Vouchers (line 12x)
- ⇒ Moderate Rehabilitation (line 13k)
- ⇒ Manufactured Home Owners (line 14w)

#### **Prorated subsidy:**

- ⇒ Public Housing (line 10s)
- ⇒ Certificates (line 11ak)
- ⇒ Vouchers (line 12ai)
- ⇒ Moderate Rehabilitation (line 13x)
- ⇒ Manufactured Home Owners (line 13x)



### **Standard number of bedrooms**

For families in a Public and Indian Housing program (line 1d = P or B), the standard number of bedrooms equals:

- Total number in household (line 3r) divided by 2
- Drop the decimal

For families in a Section 8 program (line 1d = CE, VO, MC, or MR) **AND** the total number in household (line 3r) is greater than 1, the standard number of bedrooms equals:

- Total number in household (line 3r) minus 2
- Divided by 2
- Round up

For all programs, if total number in household (line 3r = 1), the standard number of bedrooms is 0.

### **Summarization date**

The process to generate MTCS reports is called summarization. The summarization schedule stores and updates data on a regular schedule. When MTCS uses the summarization date to perform calculations, it uses the first Friday of the month. All report calculations correspond with the most recent summarization date.

### 5.3. Business Rules

Data Field	Business Rule
<b>FAMILIES REPORTED</b>	
Number of Families Reported, 12 months	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in the last 12 months</li> </ul>
<b>Distribution by Families Reported, Last 12 Months (%)</b>	<b>Section Heading</b>
Admissions	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> <li><b>WHERE</b> type of action is a new admission (line 2a = 1)</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> </ul> <i>Multiplied by 100</i>
Reexams	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> <li><b>WHERE</b> type of action is an annual reexamination (line 2a = 2)</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Number of families with an effective date of action (line 2b) in last 12 months</li> </ul> <i>Multiplied by 100</i>
Interim Reexaminations	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> <li><b>WHERE</b> type of action is an interim reexamination (line 2a = 3)</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Number of families with an effective date of action (line 2b) in last 12 months</li> </ul> <i>Multiplied by 100</i>

Data Field	Business Rule
Portability Move-Ins  <i>Section 8 only</i>	<p><b>NUMBER OF:</b></p> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> <li><b>WHERE</b> type of action is a portability move-in (line 2a = 4)</li> </ul> <p><b>DIVIDED BY:</b></p> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> </ul> <p><i>Multiplied by 100</i></p>
Change of Unit	<p><b>NUMBER OF:</b></p> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> <li><b>WHERE</b> type of action is other change of unit (line 2a = 7)</li> </ul> <p><b>DIVIDED BY:</b></p> <ul style="list-style-type: none"> <li>Number of families with an effective date of action (line 2b) in last 12 months</li> </ul> <p><i>Multiplied by 100</i></p>
Families Ending Participation	<p><b>NUMBER OF:</b></p> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months</li> <li><b>WHERE</b> type of action is an end of participation (line 2a = 6)</li> </ul>
Portability Move-Outs  <i>Section 8 only</i>	<p><b>NUMBER OF:</b></p> <ul style="list-style-type: none"> <li>Families with an effective date of action (line 2b) in last 12 months )</li> <li><b>WHERE</b> type of action is a portability move-out (line 2a = 5)</li> </ul>
<b>RENT DISCREPANCY</b>	
Number of Families with Rent Discrepancies (+/-)	<p><b>NUMBER OF:</b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy</li> </ul>
Percent of All Families with Rent Discrepancies	<p><b>NUMBER OF:</b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy</li> </ul> <p><b>DIVIDED BY:</b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>

Data Field	Business Rule
<b>Distribution by Rent Discrepancies (%)</b>	<b>Section Heading</b>
\$ 6 - 10 (+/-)	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy between \$6 and \$10 inclusive, either negative or positive</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
\$ 11 - 25	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy between \$11 and \$25 inclusive, either negative or positive</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
\$ 26 - 50	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy between \$26 and \$50 inclusive, either negative or positive</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
\$ 51 - 100	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy between \$51 and \$100 inclusive, either negative or positive</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
\$101 - 150	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families with rent discrepancy between \$101 and \$150 inclusive, either negative or positive</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>

Data Field	Business Rule
Over \$150	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"> <li>Families with rent discrepancy over \$150 either negative or positive</li> </ul> <b><u>DIVIDED BY:</u></b> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <i>Multiplied by 100</i>
<b>OVERPAYING/UNDERPAYING</b>	
Percent Overpaying (+)	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"> <li>Families with positive rent discrepancy</li> </ul> <b><u>DIVIDED BY:</u></b> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <i>Multiplied by 100</i>
Average Overpayment (\$)	<b><u>SUM OF:</u></b> <ul style="list-style-type: none"> <li>Positive rent discrepancy amounts</li> </ul> <b><u>DIVIDED BY</u></b> <ul style="list-style-type: none"> <li>Families with positive rent discrepancy</li> </ul>
Total Overpayments (\$)	<b><u>SUM OF:</u></b> <ul style="list-style-type: none"> <li>Positive rent discrepancy amounts</li> </ul>
Percent Underpaying (-)	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"> <li>Families with negative rent discrepancy</li> </ul> <b><u>DIVIDED BY</u></b> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <i>Multiplied by 100</i>
Average Underpayment (\$)	<b><u>SUM OF:</u></b> <ul style="list-style-type: none"> <li>Negative rent discrepancy amounts</li> </ul> <b><u>DIVIDED BY:</u></b> <ul style="list-style-type: none"> <li>Families with negative rent discrepancy</li> </ul>
Total Underpayments (\$)	<b><u>SUM OF:</u></b> <ul style="list-style-type: none"> <li>Negative rent discrepancy amounts</li> </ul>
<b>OTHER DISCREPANCIES</b>	
<b>Other Types of Discrepancies (%)</b>	<b>Section Heading</b>
Admissions of Over-income Families	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> annual income (line 7m) exceeds 80% of the median income</li> </ul> <b><u>DIVIDED BY:</u></b> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <i>Multiplied by 100</i>

Data Field	Business Rule
Over-housed	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> number of bedrooms (line 5c) exceeds the standard number of bedrooms</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
Under-housed	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> number of bedrooms (line 5c) is less than the standard number of bedrooms</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
With Late Reexaminations	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> summarization date minus effective date of action (line 2b) is greater than fifteen months</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>NOTE:</u></b></p> <ul style="list-style-type: none"> <li>For late reexaminations, MTCS considers only 'New Admissions' and 'Annual Re-examinations' (line 2a = 1, 2)</li> <li>MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month</li> </ul>
Average Months Late	<p><b><u>SUM OF:</u></b></p> <ul style="list-style-type: none"> <li>Summarization date minus effective date of action (line 2b) is greater than fifteen months</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Number of families that have a late reexamination</li> </ul> <p><b><u>NOTE:</u></b></p> <ul style="list-style-type: none"> <li>MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month</li> </ul>
Section 8 Units with HQS Inspection Overdue  <i>Section 8 only</i>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> summarization date minus date unit last</li> </ul>

Data Field	Business Rule
	<p>inspected (line 5h) is greater than fifteen months</p> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
<p>Average Months Late</p> <p><i>Section 8 only</i></p>	<p><b><u>SUM OF:</u></b></p> <ul style="list-style-type: none"> <li>Summarization date minus date unit last inspected (line 5h) is greater than fifteen months</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><b><u>NOTE:</u></b></p> <ul style="list-style-type: none"> <li>MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month</li> </ul>
UTILITY ARRANGEMENTS	
Utility Arrangements	Section Heading
Percent Families with Utility Allowance	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> Utility allowance is greater than zero <ul style="list-style-type: none"> <li>⇒ Public Housing (line10d)</li> <li>⇒ Indian Rental (line 10d)</li> <li>⇒ Certificates (line 11m)</li> <li>⇒ Vouchers (line12n)</li> <li>⇒ Moderate Rehabilitation (line13l)</li> <li>⇒ Manufactured Homeowner (line 14p)</li> <li>⇒ Indian Mutual Help (line 15d)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>

Data Field	Business Rule
Average Utility Allowance	<p><b><u>SUM OF:</u></b></p> <ul style="list-style-type: none"> <li>Utility allowance is greater than zero</li> <li>⇒ Public Housing (line10d)</li> <li>⇒ Indian Rental (line 10d)</li> <li>⇒ Certificates (line 11m)</li> <li>⇒ Vouchers (line12n)</li> <li>⇒ Moderate Rehabilitation (line13l)</li> <li>⇒ Manufactured Homeowner (line 14p)</li> <li>⇒ Indian Mutual Help (line 15d)</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families who receive utility allowance</li> </ul>
<b>GROSS RENT</b>	
Gross Rent as a Percent of FMR (% of Units)	Section Heading
<p><i>Section 8 only</i></p> <p>Under 90% of FMR</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> gross rent of unit is less than 90% of the applicable FMR <ul style="list-style-type: none"> <li>⇒ Certificates (line 11n)</li> <li>⇒ Vouchers (line12q)</li> </ul> </li> <li><b>AND</b> gross rent is greater than zero</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
<p>90 - 100%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> gross rent of unit is between 90% and 100% of the applicable FMR <ul style="list-style-type: none"> <li>⇒ Certificates (line 11n)</li> <li>⇒ Vouchers (line12q)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>



Data Field	Business Rule
<p>101 - 110%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> gross rent of unit is between 101% and 110% of the applicable FMR <ul style="list-style-type: none"> <li>⇒ Certificates (line 11n)</li> <li>⇒ Vouchers (line12q)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
<p>111 - 120%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> gross rent of unit is between 111% and 120% of the applicable FMR <ul style="list-style-type: none"> <li>⇒ Certificates (line 11n)</li> <li>⇒ Vouchers (line12q)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
<p>Over 120%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> gross rent of unit is over 120% of the applicable FMR <ul style="list-style-type: none"> <li>⇒ Certificates (line 11n)</li> <li>⇒ Vouchers (line12q)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>

Data Field	Business Rule
RENT BURDEN	
Rent Burden as Percent of Family Adjusted Income (%)	Section Heading
<p>Under 21% of Adjusted Income</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is less than or equal to 20% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 10e)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>
<p>21 - 25%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than or equal to 21% and less than or equal to 25% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>

Data Field	Business Rule
<p>26 - 30%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than or equal to 26% and less than or equal to 30% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>
<p>31 - 35%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than or equal to 31% and less than or equal to 35% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>

Data Field	Business Rule
<p>36 - 40%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than or equal to 36% and less than or equal to 40% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>
<p>41 - 45%</p> <p><i>Section 8 only</i></p>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than or equal to 41% and less than or equal to 45% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>

Data Field	Business Rule
46 - 50%  <i>Section 8 only</i>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than or equal to 46% and less than or equal to 50% of the adjusted monthly income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>
Over 50%  <i>Section 8 only</i>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> tenant rent/total family contribution is greater than 50% of the Adjusted Monthly Income (line 9d) <ul style="list-style-type: none"> <li>⇒ Certificates (line11s)</li> <li>⇒ Vouchers (line12t)</li> </ul> </li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total families who pay tenant rent (line 11s and 12x)</li> </ul> <p><i>Multiplied by 100</i></p> <p><b><u>EXCLUDES:</u></b></p> <ul style="list-style-type: none"> <li>Families who pay mixed family tenant rent (line 11ak and 12ai)</li> </ul>
<b>CEILING RENT</b>	
<b>Average Ceiling Rent</b>	<b>Section Heading</b>
0 Bedrooms  <i>Public and Indian Housing only</i>	<p><b><u>SUM OF:</u></b></p> <ul style="list-style-type: none"> <li>Amount of ceiling rent (line 10b)</li> <li><b>WHERE</b> there are 0 bedrooms in the unit (line 5c = 0)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul> <p><b><u>DIVIDED BY:</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> there are 0 bedrooms in the unit (line 5c = 0)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul>

Data Field	Business Rule
1 Bedroom  <i>Public and Indian Housing only</i>	<p><b>SUM OF:</b></p> <ul style="list-style-type: none"> <li>Amount of ceiling rent (line 10b)</li> <li><b>WHERE</b> there is 1 bedroom in the unit (line 5c = 1)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul> <p><b>DIVIDED BY:</b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> there is 1 bedroom in the unit (line 5c = 1)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul>
2 Bedrooms  <i>Public and Indian Housing only</i>	<p><b>SUM OF:</b></p> <ul style="list-style-type: none"> <li>Amount of ceiling rent (line 10b)</li> <li><b>WHERE</b> there are 2 bedrooms in the unit (line 5c = 2)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul> <p><b>DIVIDED BY:</b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> there are 2 bedrooms in the unit (line 5c = 2)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul>
3 Bedrooms  <i>Public and Indian Housing only</i>	<p><b>SUM OF:</b></p> <ul style="list-style-type: none"> <li>Amount of ceiling rent (line 10b)</li> <li><b>WHERE</b> there are 3 bedrooms in the unit (line 5c = 3)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul> <p><b>DIVIDED BY:</b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> there are 3 bedrooms in the unit (line 5c = 3)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul>
4 Bedrooms  <i>Public and Indian Housing only</i>	<p><b>SUM OF:</b></p> <ul style="list-style-type: none"> <li>Amount of ceiling rent (line 10b)</li> <li><b>WHERE</b> there are 4 bedrooms in the unit (line 5c = 4)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul> <p><b>DIVIDED BY</b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> there are 4 bedrooms in the unit (line 5c = 4)</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul>

Data Field	Business Rule
5+ Bedrooms  <i>Public and Indian Housing only</i>	<b>SUM OF:</b> <ul style="list-style-type: none"> <li>Amount of ceiling rent (line 10b)</li> <li><b>WHERE</b> there are 5 or more bedrooms in the unit (line 5c) greater than or equal to 5</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> there are 5 or more bedrooms in the unit (line 5c) is greater than or equal to 5</li> <li><b>AND</b> there is a ceiling rent (line 10b)</li> </ul>
Percent of Units with Ceiling Rent  <i>Public and Indian Housing only</i>	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> there is a ceiling rent (line 10b)</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <i>Multiplied by 100</i>
<b>UNITS PASSED INSPECTION</b>	
Units Passed Inspection (%)  <i>Section 8 only</i>	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> the unit passed inspection in the last 12 months (line 5g) is within 12 months of the effective date of action (line 2b)</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Total number families</li> </ul> <i>Multiplied by 100</i>
<b>MINIMUM TTP</b>	
<b>Distribution by Families Subject to Minimum TTP (%)</b>	<b>Section Heading</b>
\$0	<b>NUMBER OF:</b> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> the minimum TTP (line 9h) is \$0</li> </ul> <b>DIVIDED BY:</b> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <i>Multiplied by 100</i>

Data Field	Business Rule
\$1 - 24	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"><li>Families</li><li><b>WHERE</b> the minimum TTP (line 9h) is between \$1 and \$24</li></ul> <b><u>DIVIDED BY:</u></b> <ul style="list-style-type: none"><li>Total number of families</li></ul> <i>Multiplied by 100</i>
\$25	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"><li>Families</li><li><b>WHERE</b> the minimum TTP (line 9h) is \$25</li></ul> <b><u>DIVIDED BY</u></b> <ul style="list-style-type: none"><li>Total number of families</li></ul> <i>Multiplied by 100</i>
\$26 - 49	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"><li>Families</li><li><b>WHERE</b> the minimum TTP (line 9h) is between \$26 and \$49</li></ul> <b><u>DIVIDED BY</u></b> <ul style="list-style-type: none"><li>Total number of families</li></ul> <i>Multiplied by 100</i>



Data Field	Business Rule
\$50	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> the minimum TTP (line 9h) is \$50</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
Average Minimum TTP	<p><b><u>SUM OF:</u></b></p> <ul style="list-style-type: none"> <li>Minimum TTP (line 9h)</li> <li><b>WHERE</b> minimum TTP (line 9h) is greater than zero</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> the minimum TTP (line 9h) is greater than zero</li> </ul>
<b>FSS</b>	
<b>Family Self Sufficiency (FSS)</b>	<b>Section Heading</b>
Number of Families Currently Enrolled	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> FSS report category (line 16a) is marked as Enrollment Report</li> </ul>
Percent of All Families Currently Enrolled	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> FSS report category (line 16a) is marked as Enrollment Report</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> </ul> <p><i>Multiplied by 100</i></p>
Percent Completed Contract	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> FSS report category (line 16a) is marked Exit</li> <li><b>AND</b> where did family complete Contract of Participation (line 16f1) is yes</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total number of families where FSS report category (line 16a) is marked Exit</li> </ul> <p><i>Multiplied by 100</i></p>

Data Field	Business Rule
Percent Left FSS Without Completion	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> FSS report category (line 16a) is marked as Exit</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total number of families where FSS report category is marked Exit</li> </ul> <p><i>Multiplied by 100</i></p>
<b>FAMILIES REQUESTING ACCESSIBILITY</b>	
Number of Families Requesting Accessibility Features  <i>Public and Indian Housing only</i>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li> </ul>
<b>Distribution by Families Who Received Accessibility Features (%)</b>	<b>Section Heading</b>
Fully  <i>Public and Indian Housing only</i>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li> <li><b>AND</b> fully received accessibility features (line 5fa = Y)</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total families</li> <li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li> </ul> <p><i>Multiplied by 100</i></p>
Partially  <i>Public and Indian Housing only</i>	<p><b><u>NUMBER OF:</u></b></p> <ul style="list-style-type: none"> <li>Families</li> <li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li> <li><b>AND</b> partially received accessibility features (line 5fb= Y)</li> </ul> <p><b><u>DIVIDED BY</u></b></p> <ul style="list-style-type: none"> <li>Total number of families</li> <li><b>WHERE</b> the family requested accessibility features (line 5e= Y)</li> </ul> <p><i>Multiplied by 100</i></p>

Data Field	Business Rule
Not at All <i>Public and Indian Housing only</i>	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"><li>Families</li><li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li><li><b>AND</b> did not receive accessibility features (5fc = Y)</li></ul> <b><u>DIVIDED BY</u></b> <ul style="list-style-type: none"><li>Total number of families</li><li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li></ul> <i>Multiplied by 100</i>
Action Pending <i>Public and Indian Housing only</i>	<b><u>NUMBER OF:</u></b> <ul style="list-style-type: none"><li>Families</li><li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li><li><b>AND</b> the request for accessibility features is pending (line 5fd = Y)</li></ul> <b><u>DIVIDED BY</u></b> <ul style="list-style-type: none"><li>Total number of families</li><li><b>WHERE</b> the family requested accessibility features (line 5e = Y)</li></ul> <i>Multiplied by 100</i>